

Appendix B

Commonwealth of Virginia Database Index Reporting Form							
1. Public Body Name & Numeric Code: <i>Dept. for Visually Handicapped 702</i>	4. Point of Contact: <i>Barbara McCarthy</i>						
2. Database Title: <i>Reader Enrollment & Delivery System</i>	5. Phone Number: <i>804-371-3661</i>						
3. Database Acronym: <i>READS</i>	6. Signature & Date: <i>Ann Stanfield 7/14/97</i>						
<p>7. Database Description and Contents: (Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</p> <p><i>Tracks books and magazines for the Library and Resource Center. Also tracks some information on library patrons. The information on patrons is confidential. The information on books and magazines is unrestricted.</i></p>							
<p>Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</p>							
8. Date of Last Update: <i>7/14/97</i>	9. Frequency of Update: <input checked="" type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:						
<p>10. Formats Available and Schedule of Fees: (Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</p> <table border="0"> <thead> <tr> <th>a. Format</th> <th>b. Cost</th> </tr> </thead> <tbody> <tr> <td><i>hard copy</i></td> <td></td> </tr> <tr> <td><i>diskette</i></td> <td></td> </tr> </tbody> </table>		a. Format	b. Cost	<i>hard copy</i>		<i>diskette</i>	
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Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).

5/30/97